## Birthdays Committee

DUTIES

At the last Tuesday general membership meeting of each month, the Birthday Committee brings attention to the members present who will have birthdays the following month.

Prior to the last Tuesday of each month, the Birthday Committee will contact all members whose birthdays are in the designated period, extend a congratulatory message on behalf of the Old Guard, and invite them to attend the Birthday meeting. Committee members will report any illness indisposition or change of status to the Chairman responsible, i.e. Outreach Representative, Membership Chairman, etc.

The form of presentation of the birthday announcement to the membership is not prescribed, allowing the Chairman freedom to innovate or change. Reference to special situations such as length of membership or illness may be made at the discretion of the Chairman.

PROCEDURES

Birthday information is supplied by the Database & Directory Committee. Detail is limited to the member’s name and birth date.

The Chairman assigns the names of birthday honorees to Committee members for contact. It is nice to let old members know that we care and to check on their health and physical condition.

The Chairman calls those celebrating their birthdays to the front of the meeting room, asks them to provide their name, date and location of birth and answer a topical question. Upon completion, the audience joins the Chairman in singing a verse of “Happy Birthday”.

It is strongly suggested to keep the introduction interesting but short. In any case, it should not short change the time allowed for the presentation that follows.